

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

Small PHA Plan Update
Annual Plan for Fiscal Year: 2003

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

PHA Plan Agency Identification

PHA Name: Mishawaka Housing Authority

PHA Number: IN020

PHA Fiscal Year Beginning: (mm/yyyy) 7/2003

PHA Plan Contact Information:

Name: Colleen Olund

Phone: 574-258-1658

TDD:

Email (if available): house@michiana.org

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting:
(select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ Main administrative office of the local, county or State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

PHA Programs Administered:

☒ Public Housing and Section 8 ☐ Section 8 Only ☐ Public Housing Only

Annual PHA Plan
Fiscal Year 20
 [24 CFR Part 903.7]

i. Table of Contents

Provide a table of contents for the Plan, including attachments, and a list of supporting documents available for public inspection. For Attachments, indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

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ii. Executive Summary

[24 CFR Part 903.7 9 (r)]

At PHA option, provide a brief overview of the information in the Annual Plan

1. Summary of Policy or Program Changes for the Upcoming Year

In this section, briefly describe changes in policies or programs discussed in last year's PHA Plan that are not covered in other sections of this Update.

There may be the use of forced labor in the upcoming Capital fund years.

2. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

A. ☒ Yes ☐ No: Is the PHA eligible to participate in the CFP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA's estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$ 506,680

C. ☒ Yes ☐ No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete the rest of Component 7. If no, skip to next component.

D. Capital Fund Program Grant Submissions

(1) Capital Fund Program 5-Year Action Plan

The Capital Fund Program 5-Year Action Plan is provided as Attachment

(2) Capital Fund Program Annual Statement

The Capital Fund Program Annual Statement is provided as Attachment

3. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to next component ; if "yes", complete one activity description for each development.)

2. Activity Description

Demolition/Disposition Activity Description (Not including Activities Associated with HOPE VI or Conversion Activities)
1a. Development name: 1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Relocation resources (select all that apply) <input type="checkbox"/> Section 8 for units <input type="checkbox"/> Public housing for units <input type="checkbox"/> Preference for admission to other public housing or section 8 <input type="checkbox"/> Other housing for units (describe below)
8. Timeline for activity: a. Actual or projected start date of activity: b. Actual or projected start date of relocation activities: c. Projected end date of activity:

4. Voucher Homeownership Program

[24 CFR Part 903.7 9 (k)]

- A. ☐ Yes ☒ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to next component; if “yes”, describe each program using the table below (copy and complete questions for each program identified.)

B. Capacity of the PHA to Administer a Section 8 Homeownership Program

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- ☐ Establishing a minimum homeowner downpayment requirement of at least 3 percent and requiring that at least 1 percent of the downpayment comes from the family’s resources
- ☐ Requiring that financing for purchase of a home under its section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply

with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards

- ☐ Demonstrating that it has or will acquire other relevant experience (list PHA experience, or any other organization to be involved and its experience, below):

5. Safety and Crime Prevention: PHDEP Plan

[24 CFR Part 903.7 (m)]

Exemptions Section 8 Only PHAs may skip to the next component PHAs eligible for PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- A. ☐ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- B. What is the amount of the PHA's estimated or actual (if known) PHDEP grant for the upcoming year?
- C. ☐ Yes ☐ No Does the PHA plan to participate in the PHDEP in the upcoming year? If yes, answer question D. If no, skip to next component.
- D. ☐ Yes ☐ No: The PHDEP Plan is attached at Attachment _____

6. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board (RAB) Recommendations and PHA Response

1. ☐ Yes ☒ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are Attached at Attachment (File name)
3. In what manner did the PHA address those comments? (select all that apply)
- ☐ The PHA changed portions of the PHA Plan in response to comments
A list of these changes is included
☐ Yes ☐ No: below or
☐ Yes ☐ No: at the end of the RAB Comments in Attachment _____.
- ☐ Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA's consideration is included at the at the end of the RAB Comments in Attachment _____.
- ☐ Other: (list below)

B. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (provide name here)
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
 - ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
 - ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
 - ☐ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
 - ☐ Activities to be undertaken by the PHA in the coming year are consistent with specific initiatives contained in the Consolidated Plan. (list such initiatives below)
 - ☐ Other: (list below)
3. PHA Requests for support from the Consolidated Plan Agency
 - ☐ Yes ☒ No: Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or inventory? If yes, please list the 5 most important requests below:
4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)
Continued/increased need for decent and affordable housing for low income families.

C. Criteria for Substantial Deviation and Significant Amendments

1. Amendment and Deviation Definitions

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

A. Substantial Deviation from the 5-year Plan:

Substantial deviation or significant modifications are defined as discretionary changes in the plans or policies of the housing authority that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Board of Commissioners.

B. Significant Amendment or Modification to the Annual Plan:

Substantial deviation or significant modifications are defined as discretionary changes in the plans or policies of the housing authority that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Board of Commissioners.

Attachment A

Supporting Documents Available for Review

PHAs are to indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
YES	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
YES	State/Local Government Certification of Consistency with the Consolidated Plan (not required for this update)	5 Year and Annual Plans
YES	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
YES	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
YES	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
YES	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Any policy governing occupancy of Police Officers in Public Housing <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies
YES	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
YES	Public housing rent determination policies, including the method for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
YES	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
YES	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
YES	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
YES	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
YES	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
YES	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
YES	Any required policies governing any Section 8 special housing types <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
YES	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
YES	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
YES	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
YES	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
YES	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention
	PHDEP-related documentation: <ul style="list-style-type: none"> Baseline law enforcement services for public housing developments assisted under the PHDEP plan; Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15); Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities; Coordination with other law enforcement efforts; Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan. 	Annual Plan: Safety and Crime Prevention
YES	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) <input type="checkbox"/> check here if included in the public housing A & O Policy	Pet Policy
YES	The results of the most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: City of Mishawaka, IN Housing Authority		Grant Type and Number Capital Fund Program: Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: 2003
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	75,000			
3	1408 Management Improvements	40,000			
4	1410 Administration	50,000			
5	1411 Audit	6,000			
6	1415 liquidated Damages				
7	1430 Fees and Costs	25,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	50,000			
10	1460 Dwelling Structures	50,000			
11	1465.1 Dwelling Equipment—Nonexpendable	150,000			
12	1470 Nondwelling Structures	50,000			
13	1475 Nondwelling Equipment	11,000			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	507,000			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: City of Mishawaka, IN Housing Authority		Grant Type and Number Capital Fund Program: Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: 2003
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
24	Amount of line 20 Related to Energy Conservation Measures				

It is anticipated that the Force Labor account will be used in this Annual Plan and in the subsequent Plan years.

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: City of Mishawaka, IN Housing Authority		Grant Type and Number Capital Fund Program #: Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
IN020-001	A&E	1430		25,000				
	Site Improvements	1450		20,000				
	Dwelling Structures	1460		20,000				
	Dwelling Equipment-Nonexpendable	1465.1		150,000				
HA WIDE	Mgt./Maint. Impvs.	1408		40,000				
	Audit	1411		6,000				
	Administration	1410		50,000				
	Operations	1406		75,000				
	Nondwelling Structures	1470		50,000				
	Nondwelling Equipment	1475		11,000				
IN020-002	Site Improvements	1450		20,000				
	Dwelling Structures	1460		20,000				
IN020-003	Site Improvements	1450		10,000				
	Dwelling Structures	1460		10,000				

Capital Fund Program 5-Year Action Plan

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

CFP 5-Year Action Plan		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide) PHA WIDE	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Operations (1460)	\$300,000	2004-2007
Management Improvements (1408)	\$160,000	2004-2007
Administration (1410)	\$200,000	2004-2007
Audit (1411)	\$24,000	2004-2007
Vehicles (1475)	\$60,000	2004-2007
Nondwelling Structures (1470)	\$78,000	2004-2007
Total estimated cost over next 5 years	\$822,000	

Capital Fund Program 5-Year Action Plan

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

CFP 5-Year Action Plan		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
IN020-001	Barbee Creek Village	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)

ADA/Code/Safety (1450, 1460) Laundry Sinks Range Hoods Playground	\$8,743	2004-2007
Dwelling Structure (1460) Lighting/Electrical Masonry Siding/soffit/downspouts Painting Cabinets Flooring/BBoards Plumbing Doors/windows	\$240,447	2004-2007
Mechanical (1460) Furnaces w/ A/C Dryer vents Comm. Room HVAC	\$358,880	2004-2007
Site Improvements (1450) Parking Drainage Concrete/Asphalt Landscaping	\$180,242	2004-2007
Appliances (1465.1)	\$75,000	2004-2007
A&E (1430)	\$64,369	2004-2007
Total estimated cost over next 5 years	\$886,681	

Capital Fund Program 5-Year Action Plan

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

CFP 5-Year Action Plan		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
IN020-002	River View 500	
Description of Needed Physical Improvements or Management Improvements		Estimated Cost Planned Start Date (HA Fiscal Year)

ADA/Code/Safety (1460) Signage Community Space Tub Rooms/Sinks/Faucets Emergency Lights Doors Handrails	\$53,526	2004-2007
Site Improvements (1450) Drainage Concrete/Asphalt Fencing/Signs Painting Landscaping	\$1,000	2004-2007
Dwelling Structures (1460) Plumbing Mechanical Electrical Flooring/Bboard Roof/gutters/downspouts Painting Doors/windows	\$142,981	2004-2007
A/C/make-up air (1475)	\$10,000	2004-2007
Appliances/generator (1475, 1465.1)	\$16,754	2004-2007
Total estimated cost over next 5 years	\$224,261	

Capital Fund Program 5-Year Action Plan

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

CFP 5-Year Action Plan		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
IN020-003	Battell School Apartments	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)

ADA/Code/Safety (1460) Electrical Plumbing Handrails Dampers/Oil pipe Ceiling Dwelling Structure (1460)/Nondwelling Structure (1470) Flooring Doors/windows Mechanical Plumbing Electrical/Lighting Painting Roof/gutters/downspouts Drywall Site Improvements (1450) Concrete/Asphalt Masonry Landscaping Appliances/generator (1465.1, 1475) A&E (1430)	\$5,833	2004-2007
	\$55,409	2004-2007
	\$19,762	2004-2007
	\$7,000	2004-2007
	\$7,054	2004-2007
Total estimated cost over next 5 years	\$95,058	

Required Attachment E: Resident Member on the PHA Governing Board

1. ☒ Yes ☐ No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board: Lynnette Mackowiak

B. How was the resident board member selected: (select one)?

- ☐ Elected
☒ Appointed

C. The term of appointment is (include the date term expires): 12/2005

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

- ☐ the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
☐ the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
☐ Other (explain):

B. Date of next term expiration of a governing board member:

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

Robert C. Beutter, Mayor, City of Mishawaka, IN

Required Attachment F: Membership of the Resident Advisory Board or Boards

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

May Janes, Public Housing Resident

Mary Todd, Public Housing Resident

Required Attachment G: Comments of Resident Advisory Board or Boards & Explanation of PHA Response

There were no comments from residents or the general public.

ATTACHMENT H

BRIEF STATEMENT OF PROGRESS IN MEETING THE FIVE-YEAR PLAN MISSION AND GOALS

Strategic Goal: Increase the availability of decent, safe, and affordable housing.

PHA Goal: Expand the supply of assisted housing

Objectives:

Maintain occupancy of public housing units to a level of at least 96% **MET**

PHA Goal: Improve the quality of assisted housing

Objectives:

Improve/maintain high public housing management: (PHAS score); **MET**

Improve voucher management: (SEMAP score); **MET**

Renovate or modernize public housing units. **MET**

PHA Goal: Increase assisted housing choices

Conduct outreach efforts to potential voucher landlords **MET**

Strategic Goal: Promote self-sufficiency and asset development of families and individuals

PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

Increase the number and percentage of employed persons in assisted families

Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives: **MET**

Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability;

Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability;

Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.

Other PHA Goals:

Management Strategic Goals:

Manage the Mishawaka Housing Authority's existing public housing in an efficient and effective manner utilizing basic business practices and sound/progressive management strategies.

Manage the Mishawaka Housing Authority in a manner that results in compliance with applicable statutes and regulations as defined by program audit findings.

Promote professional growth through internal resources for educational and career advancement programs; continue efforts of staffing that are representative of the county's racial and gender composition.

Objectives:

MET

HUD shall recognize the Mishawaka Housing Authority as at least a standard performer under HUD's PHMAP/PHAS at our fiscal year end;

Achieve an annual audit with no findings. Achieve at least acceptable ratings from any monitoring that may be conducted by HUD, Army Corps of Engineers, etc.;

Achieve and sustain an occupancy rate of not less than 96% during the current fiscal year;

Continue internal reassessment strategies and implement operational changes to meet the challenges and opportunities presented by federal and state housing and welfare reform initiatives;

Continue assessment and acquisition of the technology necessary to perform efficiently and effectively.

Marketing Strategic Goals

Enhance the marketability of the Mishawaka Housing Authority's public housing units.

Make public housing the affordable housing choice for the very low-income residents of the community.

Objectives:

☒ The Mishawaka Housing Authority shall achieve proper curb appeal for its public housing developments by improving its landscaping, keeping its grass cut, making properties litter-free and other actions throughout the year.

MET

☒ Work to expand housing opportunities for the elderly.

MET

☒ Explore opportunities to partner with other community entities for in-fill housing, affordable housing production, and redevelopment, particularly in the neighborhoods surrounding Barbee Creek Village and Battell School Apartments.

MET

☒ Establish a private not-for-profit for the purpose of expanding potential participation in development/management projects.

MET

☒ Explore opportunities for resident owned and operated businesses and

other programs which assist residents in achieving their goals of economic independence and self-sufficiency.

- ☒ Explore opportunities with community partners for youth development programs and services. **MET**

Tenant-Based Housing Strategic Goals:

Manage the Mishawaka Housing Authority's tenant-based program in an efficient and effective manner.

Objectives:

MET

- ☒ Attain at least a standard performer status under SEMAP.
- ☒ The Mishawaka Housing Authority will work to attract five (5) new landlords to participate in the program each fiscal year.

Maintenance Strategic Goals:

Maintain the Mishawaka Housing Authority's property in a decent condition.

Deliver timely and high quality maintenance service to the residents of the Mishawaka Housing Authority.

Objectives:

- ☒ The Mishawaka Housing Authority shall document the preventive maintenance program by year end.
- ☒ The Mishawaka Housing Authority shall achieve and maintain an average response time of no more than twenty four (24) hours in responding to emergency work orders throughout the year. **MET**
- ☒ The Mishawaka Housing Authority shall achieve and maintain, throughout the year, an average response time that rates an "A" on PHMAP/PHAs in responding to routine work orders. **MET**
- ☒ Meet all goals for modernization grants and continually monitor modernization and management improvement needs within the organization. **MET**

Equal Opportunity Strategic Goals:

Use the tenant-based assistance program to expand housing opportunities beyond areas of traditional low-income and minority concentration.

Operate the Mishawaka Housing Authority in full compliance with all Equal Opportunity laws and regulations and affirmatively further fair housing.

The Mishawaka Housing Authority shall ensure equal treatment of all applicants, residents, tenant-based participants, employees, and vendors.

Objectives:

MET

- ☒ Work in conjunction with community representatives, organizations, and governmental entities to insure non-discrimination in the Mishawaka Housing Authority's housing programs and seek opportunities to further Fair Housing objectives.
- ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability.

Fiscal Responsibility Strategic Goals:

Ensure full compliance with all applicable standards and regulations including generally accepted accounting practices.

Objectives:

MET

- ☒ Continue to seek entrepreneurial opportunities to develop new sources of non-HUD funding.
- ☒ Seek opportunities to manage non-public housing properties on a fee-for-service basis.
- ☒ The Mishawaka Housing Authority shall operate so that income exceeds expenses each year.
- ☒ The Mishawaka Housing Authority shall achieve an annual audit with no findings each year.

ATTACHMENT I: DECONCENTRATION AND INCOME MIXING

The Deconcentration Rule applies to PHAs that operate two or more general-occupancy family public housing developments. The Mishawaka Housing Authority operates only one general-occupancy family public housing development, thus, this Rule does not apply.

ATTACHMENT J:

VOLUNTARY CONVERSION REQUIRED INITIAL ASSESSMENT

- a. How many of the PHA's developments are subject to the Required Initial Assessments? One, Barbee Creek Village
- b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly, and/or disabled developments not general occupancy projects)? Two, River View 500 and Battell School Apartments
- c. How many Assessments were conducted for the PHA's covered developments? One
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

Development Name

Number of Units

- e. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments:

The Mishawaka Housing Authority certifies that the operation of Barbee Creek Village as a public housing development site has been reviewed; the implications of converting this development site to tenant-based assistance has been considered; and the conclusion is that conversion of this development may be inappropriate because removal of the development would not meet the necessary conditions of voluntary conversion described at s972.200(c).

Attachment K: PHA's Pet Policy

The Pet Policy was part of the attachments available with the 5 Year Plan for review/comment.

Attachment L: Most Recent Board-Approved Operating Budget

This budget was part of the attachment available with the 5 Year Plan for review/comment and has previously been provided to the Department of Housing and Urban Development.

ATTACHMENT M: FOLLOW-UP PLAN, 2002

The Resident Survey mailed to a sample of residents by the Department of Housing and Urban Development requires that for any score under 76%, a follow-up plan is required.

The survey results indicated residents at River View 500 rated safety as 72.8% overall with lower than required ratings in the areas of feeling safe in the building, bad lighting, and not being aware of crime prevention programs. A follow-up resident survey was included in the monthly Newsletter; six (6) of one hundred twenty (120) residents responded. The building is equipped with a state-of-the-art electronic entry system. It needs to be noted that despite constant reminders, residents open the doors to the building to people they don't know which leads to complaints that "anyone" can get in. Significant lighting improvements both inside and outside the building have been made within the last eighteen (18) months. Part of the purpose of the survey was to have residents tell us specifically where improved lighting is needed. On a regular basis, the Executive Director and the Maintenance Director meet with residents in an informal environment so that residents feel comfortable sharing "the good, the bad, and the indifferent" with us. This method of communication will continue.

The survey results indicated residents at Barbee Creek Village, the only family site, rated safety as 73.1% overall with lower than required ratings in the areas of bad lighting and being aware of crime prevention programs. Again, surveys were included in a Newsletter to have residents provide more information about their impression of bad lighting. Few residents replied. It is the intention to use capital funds to improve lighting on the periphery of the neighborhood. Currently there are lights in the alleys paid for by the Housing Authority; an increase in those numbers may be considered. The City has provided Neighborhood Enforcement Police Officer for at least five (5) years. This officer is extremely visible in the neighborhood-conducting car seat installation seminars, walking the neighborhood streets when children are walking to and from school (the local school corporation does not provide transportation so many young children walk to school alone), monitoring young teen's activities during evening/nighttime hours. Each year or so attempts are made to rekindle a more formal Neighborhood Watch program; the most recent attempt did not attract residents.